

## Depositing Funds into Your STAR Ohio Account

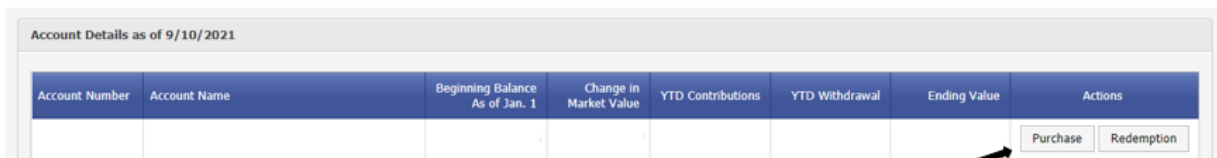
STAR participants can initiate an ACH purchase into their STAR Ohio account from an outside financial institution through the STAR Ohio website.

### Please note:

- Full online access is required to initiate a purchase online.
  - You must be an authorized signer to be granted full online access.
- Purchases initiated by STAR Ohio (by logging in to your STAR Ohio online account or by contacting Client Services) can only be transacted via ACH
  - Deposits via Wire into STAR Ohio must be initiated at your bank.
- You must have the desired bank already on file with STAR Ohio to process purchases or redemptions online.
- ACH purchases initiated online will begin earning interest the next business day.
- ACH purchases initiated online are placed on a 4-day hold for settlement. Funds will not be available to redeem until after this hold is released
- Some Banks require a Pre-Authorization Company ID on file to allow STAR Ohio to pull funds from your account. Please contact STAR Ohio Client Services at 800-648-7827 (STAR) to obtain this information if this is required at your bank to allow these transactions.

Visit [www.starohio.com](http://www.starohio.com) and select **STAR Ohio Login**.  
Log into your STAR Ohio account.

Once logged into your account, click **Purchase** to deposit funds.



Account Details as of 9/10/2021

Account Number	Account Name	Beginning Balance As of Jan. 1	Change in Market Value	YTD Contributions	YTD Withdrawal	Ending Value	Actions
							<input type="button" value="Purchase"/> <input type="button" value="Redemption"/>

## Complete the Purchase Transaction Details

1. Enter the Trade Date
  - Defaults to the current trade date (current day or next business day)
  - You may enter a valid trade date in the future to schedule the transaction ahead of time
2. Change Selection to “Amount”.
3. Change Selection to “STAR Ohio”
  - Field will update to “All available funds are selected”
4. Enter the Dollar Amount of the transaction.
5. Click **Next**.

**Make a Contribution - Contribution Details** 1 | 2 | 3 | 4

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If you would like to place a transaction over \$250 million (\$100 million for ACH), please contact STAR Ohio Client Services at (800) 648-STAR (7827) to place this trade.

Trade Date:  1

Investment Selection:  Elected Investment Allocation  One Time Selection

Percent or Amount Selection:  Percent  Amount 2

Select percent or amount above. Select the fund(s) from the dropdown list below and enter the desired allocation percent. You may also select the Amount radio button to allocate dollar amounts to the selected funds.

There is a \$250 million trade limitation on the web. If placing any trades over \$250 million or any other contribution type please contact STAR Ohio Client Services at (800) 648-STAR (7827).

Add New Fund:\*  3


Fund Name	Dollar Amount	Action
STAR Ohio <span style="border: 1px solid black; padding: 2px 5px;">4</span>	<input style="width: 100%;" type="text"/>	<input type="button" value="Delete"/>
<b>Total Purchase Amount</b>	<b>\$0.00</b>	

Select Next to continue.

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## Select Payer

- Click on the drop down arrow to choose from the populated list of available banks on file.

Payer:  

- Click **Next**
- Confirm the purchase transaction details and click **Finish**.
- Additional Notes
  - Funds can only be pulled from your bank using ACH instructions that have previously been added to your account.
  - If entering a purchase online via wire, you must initiate the wire transaction at your bank (funds cannot be pulled via wire)
  - If you need to add a payer or make any changes to your current payers, please complete the “ACH and Wire Instructions – Add or Delete Form” located on the STAR Ohio homepage or under Account Maintenance on the top of the web page.
  - Banking Instructions that have been added or changed within the last 14 business days will not be available for online use. Please call STAR Ohio PFA to process a transaction from a newly updated bank.
  - Some banks require a Pre-Authorization Company ID to allow STAR Ohio to pull funds via ACH from the bank account on file. Please contact STAR Ohio Client Services at 800-648-7827 (STAR) to obtain this information if this is required at your bank.

If you need additional assistance or have any questions, please contact STAR Ohio Client Services at 800-648-7827 (STAR) or [info@starohio.com](mailto:info@starohio.com).